



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay; call 711 or 800-253-0191

Shift Supervisor

Burlington Electric Department

POSTING DATE: June 18, 2015

DEADLINE TO APPLY: July 6, 2015

RATE OF PAY: \$21.57-\$35.37/Hr.

UNION: Non-Union

POSITION STATUS: Regular Full Time

NO. OF POSITIONS AVAILABLE: 1

EXEMPT/NON-EXEMPT: Non-Exempt

CLASSIFICATION GRADE: H14

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the overall operation of the McNeil Generating Station, utilizing wood, oil, or gas during assigned shift. This position coordinates all aspects of plant operation and production of electricity, as dispatched in a safe, efficient, and environmentally sound manner.

ESSENTIAL FUNCTIONS:

- Operates all Control Room equipment that controls the high pressure boiler, steam turbine, main generator, and all plant systems while burning wood, oil, or gas.
- Monitors and interprets information from control systems and dispatches appropriate personnel for corrective action.
- Ensures station is operating within local, State, and Federal permitted limits for water and air quality control.
- Supervises the start up and shut down of all Station operations as requested and notifies dispatching authorities of operating status.
- Notifies appropriate Station personnel of unusual occurrences or Station operating problems.
- Works with Engineering, Operating, and Maintenance personnel to ensure the Station is running in a safe, efficient and environmentally sound manner.
- Responsible for following proper Red Tag procedures and the safe operation of breakers, as outlined in BED's Accident Prevention Manual.
- Monitors all personnel access to the Station.
- Maintains log of general operation procedures performed and unusual occurrences during assigned shift.
- Keeps abreast of all Station safety policies and procedures and ensures shift members maintain awareness and adhere to same.
- Supervises shift personnel and conducts employee evaluations.
- Assists in training operating personnel.

MINIMUM QUALIFICATIONS:

- High school diploma with additional vocational, technical training, or college preferred.
- Four years electric generating system power plant operating experience preferred.
- Basic knowledge of the combustion process, hydraulics, lubrication, electricity and electronics, heat transfer, thermodynamics, chemistry, control logic, valve types, and engineering units.
- Ability to perform basic mathematical calculations is required.
- Good written and verbal communication skills.
- Prior supervisory experience preferred.
- Ability to give and follow complex written and verbal instructions.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to adapt to a rotating shift schedule.
- Ability to successfully respond to Station emergencies.
- Passing a pulmonary function test and ability to wear a respirator preferred
- Basic computer competency in word processing, spreadsheet and email.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website:

www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.